

## County Kildare LEADER Partnership

### Job Description

#### Kildare Small Jobs Worker – 2 x 30 hours contracts available

#### Background:

Kildare Small Jobs operates a property maintenance service for small household for people 65 and over and living in county Kildare. KSJ provide a service whereby Community Employment Participants call to those over 65 to complete small tasks in their homes. This allows subscribers to remain living independently in their homes for as long as possible. To support this service, they provide training and ongoing courses for the participants to enhance their employment prospects.

Under the EU Just Transition Fund, County Kildare Leader Partnership have received funding to support the expansion of Kildare Small Jobs.

#### Role:

The Kildare Small Jobs Service Officer will be responsible for the day-to-day delivery of the Kildare Small Jobs Service in the region of Athy or Clane-Maynooth which carries out small jobs e.g. light home repairs/ garden maintenance, for older people aged over 65 across County Kildare

#### Duties to include:

- To carry out small repairs and complete minor home/gardening tasks for older people who are clients of the KSJ Service.
- To assess and carry out minor maintenance/repairs – e.g. Cleaning windows, moving furniture, changing light bulbs, hanging curtains, taking items down from the attic, installing security chains/locks, installing non wired smoke alarms, minor paint and touch up decorating jobs etc.
- To assess and carry out minor gardening - e.g. mowing lawns, potting plants, clearing pathways, wedding etc.
- To ensure the relevant equipment/materials are used and to ensure all equipment is maintained and used in accordance with relevant Health & Safety Protocols.
- To complete relevant paperwork and ensure compliance with health & safety guidelines, policies and procedures – including those in place by KSJ relating to use of company vehicle, phone, etc.
- To work with the Kildare Small Jobs administration staff on a daily basis including attending meetings and training courses where necessary.
- To assist with the handling of customer queries.
- To be helpful, friendly and respectful when dealing with clients.

- To report any concerns about the health, well-being or living conditions of clients to the KSJ supervisor.
- To maintain a flexible approach to all aspects of the job and undertake other duties as required/requested by the KSJ Supervisor

### **Person Specification Requirements:**

#### Work Experience

- Previous people management experience relevant to the post.
- Previous experience in construction, home repair/maintenance or garden maintenance.

#### Interpersonal Skills

- Excellent communication and competent report writing skills.
- Experience of working with vulnerable individuals and jobseekers.
- Ability to work as part of a team.

#### Education & Training

- Qualifications not required where proof of prior experience is provided
- ICT skills a bonus (e.g., MS Office) but not essential.

### **Other Relevant Information:**

Primary location: Kildare Community Development Centre, Kildare Town, R51 RF88

- Travel: The role will require travel for which a shared company vehicle will be provided. A clean full driving license is not mandatory but is favoured.
- Office Hours: Monday to Friday normal business hours with occasional work outside of these times.
- The successful candidates will be expected to undergo Garda Vetting.

This job description is intended as a summary of the primary responsibilities for this position. The job description is not intended as an inclusive list of all duties an individual in this position might be asked to perform or may be required to do either now or in the future.

**Contract:** This contract concludes on 31<sup>st</sup> March 2026. Any extension to the contract will be subject to the availability of funding.

**Salary:** €25784.20

**How to Apply:** Email a copy of your CV to [olivia@countykildarelp.ie](mailto:olivia@countykildarelp.ie)

**Deadline for applications:** 25/04/2025 at 5pm



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